

DRAFT

Ho Chi Minh city, May ,2026

WORKING REGULATIONS
2026 ANNUAL GENERAL MEETING OF SHAREHOLDERS
AIRPORTS CORPORATION OF VIETNAM

Pursuant to:

- *The Law on Enterprises dated June 17, 2020 and its amendments, supplements and guiding documents;*
- *The Law on Securities dated November 26, 2019 and its amendments, supplements and guiding documents;*
- *Decree No. 155/2020/ND-CP dated December 31, 2020 of the Government detailing the implementation of a number of articles of the Law on Securities and its amendments, supplements and guiding documents;*
- *The Charter of Airports Corporation of Vietnam;*
- *The Internal Regulations on Corporate Governance of Airports Corporation of Vietnam.*

In order to ensure the successful organization of the 2026 Annual General Meeting of Shareholders of Airports Corporation of Vietnam, the Board of Directors hereby promulgates the working regulations, rules of conduct and voting procedures applicable at the Meeting as follows:

Article 1. Purpose:

- To ensure that the order, rules of conduct and voting procedures at the 2026 Annual General Meeting of Shareholders of Airports Corporation of Vietnam are conducted in compliance with applicable regulations and successfully implemented.
- To ensure that resolutions of the General Meeting of Shareholders reflect the unified will of the General Meeting of Shareholders, satisfy the legitimate rights and interests of shareholders, and comply with the law.

Article 2. Subjects and Scope of Application

- ***Applicable subjects:*** All shareholders and shareholder representatives (authorized representatives) owning shares of Airports Corporation of Vietnam and having their names included in the list of shareholders entitled to attend the 2026

Annual General Meeting of Shareholders as of the record date of May 26, 2026 provided by the Vietnam Securities Depository and Clearing Corporation, as well as invited guests attending the 2026 Annual General Meeting of Shareholders of Airports Corporation of Vietnam, shall comply with and observe the provisions of these Regulations, the Charter of ACV and applicable laws and regulations.

- **Scope of application:** These Regulations shall apply to the organization and conduct of the 2026 Annual General Meeting of Shareholders of Airports Corporation of Vietnam.

Article 3. Interpretation of Terms/Abbreviations

- ACV : Airports Corporation of Vietnam
- BOD : Board of Directors
- SB : Supervisory Board
- OC : Organizing Committee of the Meeting
- GMS : General Meeting of Shareholders
- Delegate(s) : Shareholders and duly authorized representatives of shareholders attending the Meeting
- The Meeting : The General Meeting of Shareholders
- Electronic Voting : The voting method whereby Delegates use internet-connected devices to exercise their voting rights through the electronic voting system prescribed and notified by ACV to Delegates at the time of registration for attendance at the Meeting.
- Electronic Voting System : The system used and provided by ACV to Delegates for exercising rights related to participation in the General Meeting of Shareholders.

Article 4. Conditions for Holding the General Meeting of Shareholders

- The Meeting shall proceed when the attending delegates represent more than 50% of the total voting shares.

- In the event that the first meeting does not satisfy the conditions for proceeding as stipulated in Clause 1, Article 27 of the Charter of Airports Corporation of Vietnam, a second meeting shall be convened within 30 days from

the scheduled date of the first meeting. The second meeting shall proceed when attending shareholders represent at least 33% of the total voting shares.

- In the event that the second meeting does not satisfy the conditions for proceeding as stipulated in Clause 2, Article 27 of the Charter of Airports Corporation of Vietnam, a third meeting shall be convened within 20 days from the scheduled date of the second meeting. In such case, the Meeting shall proceed regardless of the total number of voting shares represented by attending shareholders.

Note: The attendance ratio of shareholders participating in the General Meeting of Shareholders through in-person attendance and electronic voting shall be determined when delegates are physically present at the meeting venue stated in the invitation notice and complete the attendance registration procedures with the Organizing Committee.

Article 5. Conditions for Delegates Attending the 2026 Annual General Meeting of Shareholders

- All shareholders of ACV listed as of May 26, 2026 shall have the right to attend The Meeting in person or authorize their representatives to attend on their behalf. Where more than one authorized representative is appointed in accordance with law, the number of shares represented by each authorized representative must be clearly specified.

- Delegates attending the Meeting are required to present the original Citizen Identification Card/Identity Card/Passport/Level-2 Electronic Identification on the VNeID application (for individuals), a copy of the Enterprise Registration Certificate/Operating License (for organizations), the original Letter of Authorization/Proxy (where applicable), and other documents as required in the Invitation Notice prior to attending the Meeting.

- Delegates attending the Meeting are required to use appropriate internet-connected devices to conduct voting/election procedures through the Electronic Voting System, including but not limited to desktop computers, laptops, tablets and smartphones with internet access.

Article 6. Guests Attending the Meeting

- Guests include ACV executives and managers, invited guests, and members of the Organizing Committee who are not ACV shareholders but are invited to attend the Meeting.

- Guests are not entitled to speak at the Meeting unless invited by the Chairperson of the Meeting or having registered in advance with the Organizing Committee and obtained approval from the Chairperson.

Article 7. Regulations Applicable to Delegates Attending the Meeting

- Arrive on time, dress appropriately and formally, comply with security checks (if any), and present identification documents as specified in Article 5 and as required by the Organizing Committee.

- Receive meeting documents and materials at the reception desk outside the Meeting hall.

- Delegates arriving late may complete registration procedures immediately and thereafter participate in and vote at the Meeting. The Chairperson shall not be responsible for suspending the Meeting to accommodate late registration, and voting results on matters already voted on prior to such delegate's arrival shall remain unaffected.

- Mobile phones must be switched to silent mode or turned off; delegates requiring phone conversations are requested to step outside the Meeting room.

- Smoking is prohibited and order must be maintained within the Meeting room.

- Delegates must comply with the instructions and regulations of the Organizing Committee and the Chairperson presiding over the Meeting.

- In the event that any delegate fails to comply with inspection procedures or the above-mentioned measures and regulations, the Chairperson, after careful consideration, may refuse entry to or expel such delegate from the Meeting venue in order to ensure the Meeting proceeds normally in accordance with the approved agenda and plan.

Article 8. Chairperson and Presidium

- The Acting Chairman of the Board of Directors shall chair meetings convened by the Board of Directors.

- The Presidium shall consist of one Chairperson and other members. The Acting Chairman of the Board of Directors shall act as Chairperson of meetings convened by the Board of Directors or may authorize another member of the Board of Directors to act as Chairperson of The Meeting.

- In the event that the Acting Chairman of the Board of Directors is absent or temporarily unable to perform his/her duties, the remaining members of the Board of Directors shall elect one among themselves to chair the Meeting based on the majority principle. If no Chairperson can be elected, the Head of the Supervisory Board shall preside over the election of the Chairperson by the Meeting of

Shareholders from among the attendees, and the person receiving the highest number of votes shall act as Chairperson of the Meeting.

- In other cases, the person convening the General Meeting of Shareholders shall preside over the election of the Chairperson, and the person receiving the highest number of votes shall serve as Chairperson of the Meeting.

- The Chairperson shall have the authority to implement necessary measures to conduct the Meeting in a reasonable and orderly manner in accordance with the approved agenda and in line with the wishes of the majority of attendees.

- Duties of the Presidium:

- Conduct the Meeting in accordance with the approved agenda, rules and regulations.
- Assign and introduce representatives of the Board of Directors and Supervisory Board to present reports at the Meeting.
- Introduce members of the Vote Counting Committee for approval by the Meeting.
- Introduce members of the Presidium for approval by the Meeting (if any).
- Guide discussions and conduct voting on matters within the Meeting agenda and related matters throughout the Meeting.
- Respond to and record matters within the approved Meeting agenda.
- Resolve issues arising during the course of the Meeting.
- Approve and issue documents, results, minutes and resolutions of the Meeting after the Meeting concludes.
- The Chairperson shall work under the principle of democratic centralism and make decisions based on the majority principle.

Article 9. Eligibility Verification Committee

- The Eligibility Verification Committee shall consist of one Head and other members, and shall be responsible to the Presidium and the General Meeting of Shareholders for the performance of its duties. Members of the Committee shall be introduced by the Chairperson.

- Duties:

- Verify the eligibility and attendance status of shareholders and authorized representatives attending the Meeting.
- Report to the General Meeting of Shareholders on the results of

shareholder eligibility verification prior to the official commencement of the Meeting.

- Coordinate with the Vote Counting Committee to guide, support and supervise voting procedures.

Article 10. Secretariat

- The Chairperson shall appoint one or more persons to act as Secretaries of the Meeting.

- The Secretariat shall be responsible to the Presidium and the General Meeting of Shareholders for the performance of its duties and shall operate under the direction of the Presidium. Members of the Secretariat shall be appointed by the Chairperson.

- Duties:

- Receive and review registration forms for delegates wishing to speak and submit them to the Presidium for consideration.
- Fully and accurately record the minutes of the General Meeting of Shareholders, including all proceedings and matters approved or noted by shareholders at the Meeting.
- Assist the Chairperson in announcing draft meeting minutes and resolutions on matters approved at the Meeting.

Article 11. Vote Counting Committee

- The Vote Counting Committee introduced by the Chairperson shall consist of one Head and other members.

- The General Meeting of Shareholders shall elect/approve one or more persons to the Vote Counting Committee upon the proposal of the Chairperson of the Meeting. The number of members of the Vote Counting Committee shall be decided by the General Meeting of Shareholders based on the proposal of the Chairperson. Candidates standing for election or nomination (in the case of elections) shall not participate in the Vote Counting Committee.

- Duties:

- The Vote Counting Committee shall prepare the vote counting minutes and be responsible to the Presidium and the General Meeting of Shareholders in performing its duties.
- Accurately determine the voting results for each matter submitted for approval at the Meeting.
- Promptly announce voting results to the Secretariat.

- Review and report to the Meeting any violations of voting procedures or complaints regarding voting results.

Article 12. Discussions at the Meeting

1. Principles:

- Discussions shall only be conducted within the prescribed time and within the scope of matters presented in the agenda of the General Meeting of Shareholders, provided that such matters do not violate the law, relate to personal issues, or exceed the authority of the enterprise.

- Only Delegates shall be entitled to participate in discussions.

- Delegates wishing to express opinions shall register discussion contents in the following manners:

- Delegates attending the General Meeting of Shareholders may submit questions through the Support window on the Electronic Voting System, speak directly at the Meeting, or write questions on paper for the Organizing Committee to forward to the Chairperson.
- Delegates wishing to speak at the Meeting must obtain the consent of the Chairperson. Delegates shall make concise statements focusing on key matters relevant to the approved agenda or submit written opinions to the Secretariat for consolidation and reporting to the Chairperson.
- The Secretariat shall arrange delegates' questions and submit them to the Chairperson.
- Due to time constraints, questions not directly answered at the Meeting shall be responded to by ACV through other appropriate means.

2. Responses to Delegates' Opinions:

- Based on delegates' question forms, the Chairperson or a person designated by the Chairperson shall respond to delegates' opinions.
- Due to time constraints, questions not directly answered at the Meeting shall be responded to by ACV afterward through other appropriate means.

Article 13. Voting at the Meeting

1. Principles:

- All matters included in the agenda and contents of the Meeting must be discussed and openly voted on by the General Meeting of Shareholders.

- Delegates shall register attendance at the meeting venue specified in the

Invitation Notice sent to all shareholders listed as of May 26, 2026. Upon completion of attendance registration with the Organizing Committee, delegates shall be provided with an account and password to log in and vote on all matters submitted to the Meeting through electronic voting at: www.ezgsm.fpts.com.vn. Delegates shall prepare their own internet-connected electronic devices as stipulated in Article 5 to conduct voting/elections through the Electronic Voting System.

- In the event delegates encounter difficulties during login or voting/election procedures, the Organizing Committee shall provide technical support and guidance. Delegates are responsible for carefully reviewing information and for their voting opinions.

2. Electronic Voting:

- Voting method:

- Delegates shall select one of the following three voting options for each matter submitted to the Meeting through the Electronic Voting System: “Approve”; “Disapprove”; “No opinion”.
- Delegates shall then confirm their votes for the Electronic Voting System to record the results.

- Election voting procedures shall be specifically regulated in the Regulations on Nomination, Self-nomination and Election.

- Other regulations regarding electronic voting:

- Where Delegates do not vote on all matters included in the Meeting agenda, matters left unvoted shall be deemed as abstentions for such matters.
- Where issues arise outside the agenda already circulated, Delegates may cast supplementary votes. If Delegates do not vote on such arising matters, they shall be deemed as abstaining from voting on those matters.
- Delegates may change their voting/election results (but may not cancel them), including supplementary voting results for matters arising outside the Meeting agenda. The Electronic Voting System shall only record the final voting/election result at the time electronic voting closes for each counting session as prescribed in these Working Regulations.

- Electronic voting for matters requiring approval at the Meeting (including the Meeting Agenda, Working Regulations, Election Regulations, approval of the Presidium and Vote Counting Committee, Reports and Proposals, Minutes and Resolutions of the Meeting) shall commence immediately after delegates complete

attendance registration and continue until the Organizing Committee announces the closing of electronic voting for each voting item.

Upon expiration of the voting period, the system shall cease recording additional electronic votes from Delegates.

3. Voting rules

- Each share shall carry one voting right. Each attending Delegate may represent one or more voting rights.

- As of the shareholder record date (May 26, 2026), the total number of voting shares of ACV is 3,582,324,023 shares, corresponding to 3,582,324,023 voting rights.

- Conditions for approval of matters at the Meeting shall comply with the Charter of Airports Corporation of Vietnam.

Note:

- Shareholders/authorized representatives having related interests shall not have voting rights with respect to contracts and transactions valued at 35% or more of ACV's total assets as recorded in the latest financial statements. Such contracts or transactions shall only be approved if endorsed by shareholders/authorized representatives representing at least 65% of the remaining voting rights (in accordance with Clause 4, Article 167 of the Law on Enterprises 2020).
- Shareholders/authorized representatives holding 51% or more of the total voting shares, or their related persons, shall not have voting rights with respect to contracts and transactions valued at more than 10% of ACV's total assets as recorded in the latest financial statements entered into with such shareholders (in accordance with Point b, Clause 3 and Clause 4, Article 167 of the Law on Enterprises 2020).

4. Recording Voting/Election Results

The Vote Counting Committee shall be responsible for consolidating voting/election results of Delegates attending the Meeting in person and conducting voting/election through electronic voting methods.

The Vote Counting Committee shall review, consolidate and report to the Chairperson the vote counting results for each matter under the Meeting agenda and

election results at the Meeting. Voting results shall be announced by the Chairperson or the Head of the Vote Counting Committee immediately before the closing of the Meeting.

Article 14. Minutes and Resolutions of the General Meeting of Shareholders

All contents of the General Meeting of Shareholders shall be recorded by the Secretariat in the Minutes of the General Meeting of Shareholders. The Minutes of the General Meeting of Shareholders must be read and approved before the closing of the Meeting.

Article 15. Implementation of the Regulations

- All delegates, representatives and guests attending the Meeting shall be responsible for fully complying with the provisions of these Regulations, ACV's prevailing rules, internal regulations and management regulations, and relevant laws and regulations.

- The person convening the GMS shall have the right to:

- Request all attendees to undergo inspections or other security measures;
- Request competent authorities to maintain order at the Meeting and expel persons who fail to comply with the authority of the Chairperson, intentionally disrupt order, obstruct the normal progress of the Meeting, or fail to comply with security inspection requirements.

Matters not specifically provided for in these Regulations shall be governed by the Charter of ACV, the Law on Enterprises 2020, and applicable laws and regulations of the State.

These Regulations shall take effect immediately upon approval by the GMS of Airports Corporation of Vietnam.

Shareholders, authorized representatives and guests violating these Regulations shall, depending on the severity of the violation, be subject to measures determined by the Presidium in accordance with the Charter of ACV and the Law on Enterprises.

**ON THE BEHALF OF THE BOD
ACTING CHAIRMAN OF THE BOD**